

**STATE OF LOUISIANA**  
**DEPARTMENT OF STATE CIVIL SERVICE**  
**BATON ROUGE, LOUISIANA**

General Circular No. 001155

To: Heads of State Agencies and Human Resource Directors

Subject: Terminal Leave Payments

Issue Date: June 16, 1994

It has come to our attention that some agencies may be of the opinion that (1) an employee entering the DROP program can receive their terminal leave pay under Civil Service Rule 11.10 upon entry into the program, and (2) that employees under the Teachers' or School Employees' Retirement Systems are eligible for payment of accrued unused sick leave upon retirement or death. This is to advise you that neither of these opinions are correct for employees in the classified Civil Service.

The only terminal leave payment a classified employee is eligible for is that provided by Civil Service Rule 11.10. If you have any questions regarding this matter contact our Personnel Management Division - Phone Number (504) 342-8274.

Sincerely,

Herbert L. Sumrall  
Director